

**SPECIAL EDUCATION CLASSROOM ASSISTANT
WITH BILINGUAL SKILL**

JOB SUMMARY

Under the direction of a Special Education teacher or other assigned administrator, assist in the instructional program, in proper English and providing support in primary language as required, and behavioral management of physically, emotionally and learning disabled students in Special Day Class, Resource Specialist Programs and/or any other regular education of special education program; learn to provide instruction and be a positive role model to students in basic living skills, social interactions and academic development.

TYPICAL DUTIES

Apply and refine skills required to instruct, in proper English, and, as directed by the teacher, may be required to provide support in appropriate primary language; translate (both to proper English and primary language); and, assist special education students and small groups in academic activities, basic living skills and other learning activities using a variety of alternative programs under the direction of the teacher, applying and refining skills learned as a Special Education Classroom Assistant Trainee; assist the teacher in modifying curriculum and instruction to meet the special needs of individual students; assist in implementing Individualized Education Program (IEP) objectives by utilizing the Sequential Tasks for Education Planning (STEP) system; assist in administering academic assessment tests; work with classroom teachers and other instructional personnel in assisting special education students main streamed in a regular classroom.

Assist in organization and preparation of instructional materials; correct student work; record appropriate data; assist teachers with supervision of pupils in the classroom and on the playground; participate in physical education activities and swimming as assigned; assist students in getting on and off school buses; supervise students in the absence of the teacher; use behavior management skills in implementing behavioral strategies; lift and assist students in the use of wheelchairs; classroom and playground equipment, bathrooms and other school facilities; under the training of the Special Education nurse, perform a variety of medically related duties including administering medications, tube feeding, oral and tracheal suctioning, catheterization and changing colostomy bags as required by individual students; apply feeding techniques as prescribed by the teacher, and assist students with toileting as assigned; utilize CPR, first aid techniques as required; assist students with orthopedic and other adaptive devices; under the direction of the supervising teacher, provide in-home instruction to parents and students in assigned program, such as the infant/toddler program; operate audio-visual, classroom and office equipment in support of learning activities; assist in scheduling students for pullout instruction and with in service programs as assigned; assist special education students I regular education classrooms as assigned; provide guidance and support to "At Risk" students in assigned learning environment as appropriate; take children on community vocational training trips; assist in implementing physical therapy, speech and language and sex education techniques; use sign language as required; assist in maintaining a clean and safe environment for students and staff; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, excellent command of the English language, written and verbal, and some experience working with limited or non-English speaking disabled children in an organized setting. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or

American Heart Association. Maintain up-to-date certificates in first aid and CPR.

Must have successfully completed the District's competency-based program requirements as a Special Education Classroom Assistant Trainee/with Bilingual Skill within the probationary period.

Knowledge of: Child guidance principles and practices; basic subjects taught in District schools; effective interpersonal and communication skills; behavior management and positive reinforcement; classroom procedures and appropriate conduct; basic record keeping methods.

Ability to: Tutor individual and small groups of special education students in academic subjects, physical education, basic living skills and other assigned instructional areas in proper English and provide support in appropriate primary language as needed; provide support and assistance to a teacher in implementing IEP objectives for individual students; provide medically related assistance to students with special physical needs; maintain up-to-date CPR and first aid certificates; answer questions and assist students in a variety of academic subjects; utilize behavior management techniques according to established guidelines; communicate effectively with students, staff and parents; maintain confidentiality; establish rapport with physically, emotionally and learning disabled students.

License: Valid California driver's license and the ability to qualify for District vehicle insurance. Some positions in this class may require employee to drive personal vehicle to assist students at more than one school during the work day.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job walking, sitting or standing for extended periods of time. Bending at the waist. Kneeling or crouching to assist students. Restrain students who become physically aggressive. Hearing and speaking to exchange information and make presentations. Seeing to read assignments and to monitor student activities. Pushing, pulling, lifting and carrying supplies and equipment. Reaching overhead and above shoulders. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate will be required to pass a physical examination and drug screen.

WORK ENVIRONMENT Hazardspotential exposure to communicable diseases and contact with blood and other body fluids.....potential exposure to physical injury from aggressive behavior.....potential exposure to duplication equipment chemicals.